

Fred Sullivan  
Chairman  
  
Janine L. Burke  
Executive Director



Scott Avedisian  
Mayor

**Warwick Sewer Authority**  
125 Arthur W. Devine Boulevard  
Warwick, RI 02886  
Voice: (401) 739-4949 • Fax: (401) 739-1414  
T.D.D. (401) 739-9150

## **BOARD MEETING MINUTES**

**Thursday, February 23, 2012, 5:30 p.m.**  
**Warwick Sewer Authority Conference Room**  
**125 Arthur W. Devine Boulevard**  
**Warwick, RI 02886**

<b>Board Members in attendance:</b>	<b>Board Member not present:</b>
Aaron Guckian, Secretary	Fred Sullivan, Chairman
Gary Jarvis	Peter Ginaitt
Steven Sylven, P.E.	
	<b>Guests:</b>
	Dennis Setzko, P.E., AECOM
	Mike Doyle, Fuss & O'Neill
<b>Staff present:</b>	
Janine L. Burke, Executive Director	John Revens, Legal Counsel
Patrick Doyle, Superintendent	Mathew J. Solitro, Collection Systems Mgr.
Lynda Ortiz, Finance Customer Service Mgr.	William Miranda, Admin. Tech. Assistant
Lynn F. Owens, Administrative Coordinator	

**1. Call to Order** At 5:36 p.m. Mr. Guckian called this meeting to order.

### **2. Approval of Minutes**

**a.** Approval of minutes from the regular meeting held January 26, 2012.

**ACTION:** Mr. Sylven moved approval of the minutes. Mr. Jarvis seconded the motion. Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

### **3. GIS Program Presentation**

Director Burke introduced Mike Doyle from Fuss & O'Neill, who has been assisting WSA's administrative technical assistant, Bill Miranda, with efforts to expand WSA's GIS program and geodata conversion. She stated Mr. Doyle and Mr. Miranda will show the Board the kinds of data we're putting into the GIS program, how we're using it currently, and how we can expand on the program.

Mr. Doyle reviewed the history of WSA's efforts to implement GIS in 2007, noting that WSA got very far considering the technology available at that time, digitizing

everything into shape files (a GIS file format). He stated at the same time the City was also doing some GIS implementation so WSA was able to get the parcel layer from the City, however the parcel information is now 10 years old and out-of-date. He stated the City hasn't updated the information. Mr. Doyle stated Mr. Miranda was able to get all the as-builts, lateral cards and permits tied into the parcels as hyperlinks, however, after The Flood everything was lost. He stated since then, the IT group and WSA were able to get a lot of the data back, but a few pieces are still missing.

Mr. Doyle stated that we are now seeing more pressure from regulatory agencies to be proactive about using GIS. He referenced EPA's CMOM regulations and RIPDES permits that usually request information in GIS format. He stated reasons to get the GIS back up and running include WSA's focus on proactive maintenance, wanting to get more information to decision makers, and capital planning and budgeting.

Mr. Doyle stated since the Flood, WSA has purchased ArcEditor, which is a higher end license that allows WSA to do more complex data search and retrieval. He stated WSA is also working with MIS to make sure there is adequate backup of GIS information.

Mr. Doyle stated that Fuss & O'Neill had delivered a new enterprise-wide geodatabase to WSA today in a new file format. He stated it was very important to Director Burke and Bill Miranda to have a GIS program for the sewer system, but also one that the rest of the City could use. Mr. Doyle compared a geodatabase to a filing cabinet; with GIS bringing all city file cabinets to one area, organized by department. He said these file drawers are based on a standardized ESRI format, the leading GIS manufacturer in the world. He stated the geodatabase sets you up to do proactive management, asset management, capital planning, homeland security, etc.

Bill Miranda demonstrated how each parcel in the WSA GIS system is linked to tax assessor's information, WSA lateral/permit/as-built cards, service locations, connection status, sewer project information, flow direction, manhole information (working off of as-builts), etc. Director Burke said eventually we will locate the manholes using GPS (global positioning system) latitude and longitude points. Mr. Miranda stated when the manholes are inspected, we can link the video inspection to the manhole site. He stated we are also incorporating data from the FEMA flood maps, the cesspool phaseout, Greenwich Bay watershed boundaries and ward maps.

Mike Doyle reviewed with the Board the analysis tools available with ArcEditor. Director Burke stated soil information, election results, and any and all data layers out there in the public domain are available to be added to our database. She stated GIS helps you organize all the information available *by location* which is a very powerful tool. Mr. Doyle said this is very forward-thinking for the WSA to centralize all the available stored information in one location.

Mr. Doyle stated future steps may include updating existing layers, adding new layers, finishing the manholes survey, getting wider access to information (internet site/intranet site) so employees can access the databases while in the field. He said WSA can perform a needs assessment and implementation plan to help make better decisions.

Mr. Sylven asked if this is an ongoing process, where you continue to add layers? Director Burke stated that as she finds pertinent or interesting data layers she sends them to Mr. Miranda and he adds them to the database. She said it is also important to keep the data up-to-date. She stated we need more manpower and time to add more information to this invaluable planning and emergency response tool.

Mr. Guckian stated WSA should share this information with RIEMA. Director Burke stated she will get in touch with someone from that agency.

Mr. Revens suggested giving a college student a summer internship with Mr. Miranda overseeing the collection of data and data entry.

Mr. Sylven suggested WSA keep Fuss & O'Neill on call (contract) to assist with training and oversight when needed.

Mr. Guckian thanked Mr. Miranda and Mr. Doyle for the presentation and stated he's glad it's coming together.

#### **4. Billing Services Division**

- a. Request to transfer funds from WSA budget account 80-951 (lease income) to the Community Development budget in support of sewer tie-in grants benefitting low income households: \$35,800

ACTION: Following discussion, Mr. Jarvis moved approval of the transfer of the lease money to the low income grant program. Mr. Sylven seconded the motion. Messrs. Guckian, Jarvis and Sylven voted in favor of the motion. Motion approved.

#### **5. Operation and Maintenance Division**

The Board members congratulated Patrick Doyle on his selection as superintendent of the WSA.

- a. Purchase Authorization: Replacement of emergency air compressors (2): Sears, \$8,415.96

ACTION: Director Burke stated this is emergency equipment; three prices were collected and Sears had the lowest price. Mr. Sylven moved approval of the purchase. Mr. Guckian seconded the motion. Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

## **6. Facilities Plan Amendment**

- a. Dennis Setzko, P.E., AECOM, provided the Board with an update report on the Facilities Plan Amendment. He stated the draft report was filed December 1<sup>st</sup>; some responses from intergovernmental agencies who were asked to comment have been received. He stated RIDEM has sent their comments (8) on the Plan; most of them were about the collection system. He stated AECOM and WSA will respond to the comments, and if they satisfy RIDEM, we will be allowed to hold a public hearing. Following the public hearing, comments will be incorporated into the document for final submittal. Mr. Setzko stated the project is right on schedule.

## **7. March 30, 2010 Pawtuxet River Flooding**

- a. Financial Report of Flood Expenses: Director Burke provided the Board with a detailed statement of loss outlining total insurance payments, as well as a tracking sheet of FEMA projects and their status. She stated there are only two outstanding projects, process operation and the main work at the facility.
- b. Flood Protection Study: AECOM to submit progress report

Dennis Setzko, P.E., AECOM, provided the Board with an update report on the levee project. He stated AECOM is attempting to acquire historical documents on the facility's internal drainage system from The Maguire Group. He stated these documents have been stored since the 90's and there may be a lot of items of value to the WSA. He said once the documents are available they will be transferred to WSA for review and storage.

Mr. Setzko provided the Board with handouts of conceptual design drawings for a 100-year earthen levee, and a 500-year earthen levee, and explained the use of gabion walls and polyvinyl flood walls, especially on the western side. He stated all structural solutions will be identified once AECOM reviews the Maguire paperwork on the facility's interior drainage system. Mr. Setzko stated whatever we do with the toe drains we've already incorporated that eventuality into the pricing for the phosphorous removal project.

- c. Bellows Street Pumping Station

Crossman Engineering to submit progress report: Director Burke stated a progress report was included in the agenda packets. She stated work continues on the project. She thanked Mr. Sylven for his review of Crossman's preliminary engineering plans and his insightful comments.

## **8. Collection Systems Division**

### **a. Construction Services**

- i. Governor Francis Farms Phase II: Collection systems manager Mathew Solitro said a final change order will be presented this spring once work is wrapped up in the project area. Director Burke stated there is a 39% connection rate to date.

Mr. Solitro stated Spring Green has its entire infrastructure installed; final paving will be done in the spring. He said Spring Green plans to hire Michael Perri & Sons, Inc. to make all the connections in the private area. He said WSA inspectors will inspect every lateral at the time of connection. Director Burke stated this is a low pressure system requiring a large volume of E-One grinder pumps.

- ii. Bayside IV/Longmeadow: Change Order No. 1  
D'Ambra Construction Company, Inc.: \$46,158.39

ACTION: Mr. Solitro stated the project will start back up in the spring with final paving, loam and seed. He said we are putting our camera down the sewer line to map it and to confirm its integrity. Director Burke stated we have fifty connections in the project area.

Mr. Solitro stated this change order is for the diesel fuel escalator; the vendor is contractually allowed to request payment for the increased cost of fuel over the course of the year. Mr. Jarvis moved approval of the change order. Mr. Sylven seconded the motion. Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

### **b. Engineering Services (Future Project Planning)**

- i. Governor Francis Farms Phase III: update report
- ii. Bayside I-III: update report
- iii. Northwest Gorton Pond: Proposal to complete engineering and design work for project area, Garofalo & Associates, Inc.  
ACTION: No new activity.
- iv. O'Donnell Hill: Proposal to complete engineering and design work for project area, Garofalo & Associates, Inc.

ACTION: No new activity. Director Burke stated she sent Mr. Garofalo a gentle reminder, but he had a death in the family.

## **9. Administrative Items**

- a. Director's Report**
  - i. Financial Report
  - ii. Administrative Schedule

Director Burke provided the Board with a memo outlining the collection efforts on delinquent (60/40) onsite loans.

Director Burke pointed out the loan balances (GOBS and SRF) which were included in the Board packets.

Director Burke said we have another meeting scheduled with the Narragansett Indians and USEPA regarding sewers in Bayside. She said she will be in Washington, DC on March 5<sup>th</sup> and 6<sup>th</sup> as part of the water industry fly-in event and legislative breakfast. She said Senator Reed will be speaking at the breakfast and we have meetings scheduled with all our federal delegation to talk about infrastructure funding. She said the Narragansett Water Pollution Control Association is paying for her to attend this event.

- b. Chairman's Report:** no report
- c. Sewer Assessment Committee Report:** No new activity.

## **10. Consent Agenda – Correspondence**

- a.** WSA to CRMC re: MSCP December 2011 Quarterly Report (1-30-12)
- b.** WSA to City Council re: January 2012 financial report (2-1-12)
- c.** RIEMA to WSA re: project deadline extension (2-2-12)
- d.** WSA to Crossman Engineering re: Spring Green sewer project (2-7-12)
- e.** WSA to Finance Dept. re: reallocation of FY12 budget funds (2-10-12)
- f.** WSA to RIDEM re: Superintendent Patrick T. Doyle (2-13-2012)
- g.** WSA Director's report to Mayor Avedisian-January 2012 (2-14-2012)

ACTION: Mr. Jarvis moved approval. Mr. Sylven seconded the motion. Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

## **11. New Business**

Introduction of new business to be docketed for an upcoming meeting or to be referred to the executive director or legal counsel for comment.

Mr. Guckian asked about the assistant superintendent's position. Director Burke stated the job will be posted shortly; per RIDEM the position must be filled by the end of March. She said we will soon hire a new mechanic for our Operations Division.

## 12. Old Business

- a. WSA Deferment Policy
- b. Mandatory Sewer Connection Program
- c. Amendments to By-Laws
- d. Modifications to Septage Hauling Regulations
- e. Infrastructure Improvement: 48" line under Interstate 95
- f. IPP Local Limits Study
- g. WSA Resolution Supporting Revenue Bond Issuance for new sewer construction projects

**13. PUBLIC COMMENT PERIOD:** No one from the public in attendance.

## 14. Adjournment

Mr. Sylven moved to adjourn. Mr. Jarvis seconded the motion. Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

At 6:47 p.m. this meeting ended.

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Aaron Guckian, WSA Secretary

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Date